

JANE SMITH

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QUALIFICATIONS SUMMARY

Administrative support professional experienced working in fast-paced environments demanding strong organizational, technical and interpersonal skills. Trustworthy, ethical and discreet, committed to superior customer service. Confident and poised in interaction with individuals of all levels.

PROFESSIONAL EXPERIENCE

South Dearborn Community School Corporation- Aurora, Indiana 47001

June 2012 to Present

Health Aide

- Responsible for over 700 students
- Responsible for administering medication to students.
- Document and maintain student health records.
- Evaluate student complaints and symptoms, giving appropriate care.
- Help teach health awareness to students.
- Help organize Kindergarten round-up.

Partners in Health- Lawrenceburg, Indiana 47025

October 2008 to June 2012

Medical Assistant/Receptionist

- Interviewed patients to obtain medical information and measured their vital sign, weight, and height.
- Authorized drug refills and provided prescription information to pharmacies.
- Prepared treatment rooms for patient examination, keeping the rooms neat and clean.
- Collected blood and other laboratory specimens preparing them for testing.

Seagrams Perdod Ricard- Lawrenceburg, Indiana 47025

January 2006 to October 2008

Shipping Receiving Clerk, Label Machine Operator

- Conducted physical inventory and updated locations for product.
- Generated inventory and location reports.
- Tended and operated machine that packaged product.

Rising Sun Medical Center- Rising Sun, Indiana 47040

April 2005 to December 2006

Medical Receptionist

- Completed insurance and other claim forms.
- Set up testing for patients.
- Filing and data entry.
- Assisted with billing and pre-certs

Oncology/Hematology Incorporated- Lawrenceburg, Indiana 47001

May 2002 to April 2005

Medical Receptionist

- Coordinate all front office duties.
- Maintained medical records, technical library and correspondences
- Assisted with preparing patients for the physician.

EDUCATION

Aurora High School- Aurora, Indiana 47001

On-the-job training for Medical Assisting